

ATTACHMENT A

EXECUTIVE SUMMARY

- The auditor must have the capability and the resources to provide services statewide. Include a description of the scope of services and the resources to be provided by the contractor.
- Include a statement describing how contractor resources and experience will support this project, including access and available staff.
- Clearly specify the firm's competitive advantage and its ability to meet the terms, conditions and requirements of the RFP.
- Indicate the firm's number of years in business and its experience in providing this type of service.

ATTACHMENT A

DATA SHEET
To Be Completed By Auditor

1. QUALIFICATION OF AUDITOR: The auditor must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. REFERENCES: Indicate below a listing of at least four (4) current accounts, either commercial or governmental, that your agency is servicing. Include the length of service and the name and address of the person the Commission on VASAP has your permission to contact.

<u>CLIENT</u>	<u>ADDRESS</u>	<u>PERSON TO CONTACT AND PHONE NUMBER</u>

3. List full names and addresses of the auditor(s) and any branch office which may be responsible for administering the contract.
